

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3143 **TITLE:** NUTRITION PROGRAM SUPERVISOR **GRADE:** S-24

DEFINITION:

Under minimal supervision, manages the public health nutrition program and supervises the Senior Public Health Nutritionists and other off-site nutritionists providing nutrition services; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Senior Public Health Nutritionist job class in that this class is primarily focused on the district-wide (county-wide) management of the nutrition program and the supervision of the Senior Public Health Nutritionists at each community site, whereas the Senior Public Health Nutritionists serve as first line supervisors.

ILLUSTRATIVE DUTIES:

Acts as liaison to state/federal WIC programs, assures compliance with local, state, and federal WIC policies and procedures;
Assesses needs, allocates resources to meet the requirements for efficient delivery of services, and makes workload adjustments as necessary for all sites;
Provides training to new Senior Public Health Nutritionists;
Supervises Senior Public Health Nutritionists and other nutritionists assigned to off-site offices;
Participates in interdepartmental and other statewide committees and attends in-service trainings and workshops;
Prepares the program budget;
Assigns and monitors office caseloads;
Completes State and Agency Nutrition service plan;
Maintains and analyzes statistical reports including, but not limited to total caseloads, caseloads by month, caseloads by participation level, and number of client “no-show’s”;
Represents the Department at state, community, and interjurisdictional meetings.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the principles and practices of nutrition;
Knowledge of federal and state regulations governing the WIC program;
Knowledge of the budget process;
Knowledge of supervisory methods and techniques.
Ability to assess and evaluate the nutritional needs of clients and client groups;
Ability to develop nutrition care plans;
Ability to develop effective working relationships with a variety of health care professionals;
Ability to communicate well both in writing and orally;
Ability to organize and apply available resources to accomplish goals;

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelor's degree in nutrition, dietetics, or a related field; PLUS four years of experience as a nutritionist, including at least one year at the program supervisory/management level.

CERTIFICATES AND LICENSES REQUIRED:

Registration as a Dietitian by the American Dietetics Association.

REVISED: April 4, 2003
ESTABLISHED: April 17, 1995